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| Opening Date: | September 15, 2006 | Closing Date: | September 29, 2006 |
| Job Title: | Courtroom Clerk | Position Type: | Regular Full Time |
| PIN: | 059439, 079042, 074756 | FLSA Status: | Non-Exempt |
| Location: | Circuit Court for Montgomery County Rockville, Maryland | Grade/Salary Range: | J07 \$29,305 - \$42,425 |
| Financial Disclosure: | No | Entry Salary Range: | J07 \$29,305 - \$34,763 (Depending on Qualifications) |

Regular State employees subject to promotion/demotion policy

Essential Functions: Provides courtroom assistance on a regular basis. Assists in the jury selection process; conducts roll call of all jurors, records number of strikes taken by each attorney, and maintains a list of all jurors selected. Communicates with Jury Commissioner as necessary. Administers appropriate oaths. Keeps accurate record of witnesses' names and addresses, evidence, and other materials. Records proceedings of court activity in clear, concise, and legible manner to be used for permanent docket. Generates all necessary paperwork and secures necessary signatures on forms. Updates case file and records docket activity. Works overtime as needed.

Education: High School Diploma or GED.

Experience: Three years of clerical experience to include: one year of experience working in a trial or appellate court.

or

One year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Preferred: Proficiency in typing, data entry or word processing. Prior experience working with court procedures, court documents, and familiarity with court terminology.

Notes: Applicants may substitute education in any field from an accredited college or university for up to two years of the required clerical experience at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, or judicial studies from an accredited college or university for the required court experience at the rate of thirty semester credit hours for each year of experience.

Skills/Abilities: Knowledge of court and legal terminology and the ability to correctly interpret procedures, laws, rules, and regulations. Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to work with significant time constraints; ability to understand and carry out complex instructions; ability to pay attention to detail and communicate effectively. Ability to compose hearing sheets utilizing proper grammar, punctuation, and spelling. Ability to communicate effectively with customers and co-workers. Math skills necessary to calculate fees. Ability to use independent judgement to discern and record pertinent information. Ability to work overtime as needed. Ability to perform all essential functions of this position.

Please submit a Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Montgomery County
Montgomery County Judicial Center
50 Maryland Avenue
Rockville, MD 20850
ATTN: Molly Q. Ruhl, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.